

R 011807Z DEC 00
FM SECSTATE WASHDC
TO ALL DIPLOMATIC AND CONSULAR POSTS
SPECIAL EMBASSY PROGRAM
CMC WASHINGTON DC//POS//
FBIS WASHDC
DA WASHINGTON DC//SAFM-BUO//SAYS-8A-SA//
USCINACOM NORFOLK VA//J55/JIF//
SECDEF WASHDC//USDP:DSCA// 3809
OSAF WASHINGTON DC//FMBO//FMBM//IA//
USCINCENT MACDILL AFB FL//CCJ4/7//CCCO//
USCINCEUR VAIHINGEN GE//ECCM//ECJ4//
USCINCPAC HONOLULU HI//J4//J7//
DISAM WRIGHT PATTERSON AFB OH//DI//
CSSG LAUREL MD//
USOLO SSA BALTIMORE
DIR DTSPO WASHDC
USOFFICE PRISTINA
AMEMBASSY FREETOWN
AMEMBASSY DUSHANBE
AMEMBASSY BELGRADE

UNCLAS STATE 228663

SIPDIS

ADMIN COUNSELOR, ICASS COUNCIL CHAIR

E.O. 12958: N/A

TAGS: [KICA](#) [AFIN](#) [AMGT](#)

SUBJECT: UPDATE TO ICASS BASIC PACKAGE SERVICES COST CENTER

1. SUMMARY: THE IWG AND ISC ARE WORKING TOGETHER TO INCORPORATE NEW POLICIES AND GUIDANCE INTO THE ICASS HANDBOOK. SINCE THE LAST UPDATING OF THE HANDBOOK IN APRIL OF 1998 THERE HAVE BEEN MANY LESSONS LEARNED LEADING TO CHANGES AND ADDITIONS TO ICASS POLICIES. THIS IS THE FIRST IN A SERIES OF CABLES HIGHLIGHTING UPDATES TO 6 FAH-5 - THE ICASS HANDBOOK. AS WE UPDATE EACH SECTION WE WILL BE SENDING OUT A CABLE EXPLAINING THE CHANGES, WHILE AT THE SAME TIME INCORPORATING THE CHANGES INTO THE FAH. THE GOAL IS TO COMPLETE UPDATING THE HANDBOOK BY NEXT SPRING.

2. THE "DEVELOPMENT OF STAFFING PATTERN AND POSITION SCHEDULES" IS TO NO LONGER BE ACCOUNTED FOR UNDER THE PERSONNEL SERVICES COST CENTER BUT UNDER THE BASIC PACKAGE COST CENTER.

3. THE ACTIVITY "DEVELOPMENT OF STAFFING PATTERN AND POSITION SCHEDULES" IS PRESENTLY ACCOUNTED FOR UNDER THE PERSONNEL SERVICES COST CENTER. WITH INPUT FROM THE POSTS THE IWG HAS DETERMINED THAT THIS ACTIVITY FITS BETTER UNDER THE "BASIC PACKAGE" COST CENTER SINCE ALL AGENCIES BENEFIT FROM THIS SERVICE BY VIRTUE OF BEING IN COUNTRY.

4. PLEASE DELETE THE WORDS "DEVELOPMENT OF STAFFING PATTERN AND POSITION SCHEDULES" FROM 6-FAH-5 H-405.1-10. THE TEXT WILL NOW READ: "(A) U.S. CITIZEN EMPLOYEE PERSONNEL SERVICES - A.DESCRPTION. PROCESSING DOCUMENTATION FOR CHANGES TO HEALTH AND LIFE INSURANCE SELECTION, THRIFT SAVINGS PLAN AND OTHER ALLOTMENTS, HOME OF RECORD, AND RETIREMENT PROCESSING (WHETHER THROUGH THE RELEVANT OPEN SEASON, UPDATING OF FAMILY STATUS OR OTHER). ALSO INCLUDES EMPLOYEE COUNSELING, HANDLING GRIEVANCES, AND RELATED REPORTS AND FILES. MAY ALSO INCLUDE ADMINISTERING THE POST LANGUAGE PROGRAM AND MISSION AWARDS PROGRAM."

5. ADD "DEVELOPMENT OF STAFFING PATTERN AND POSITION SCHEDULES" TO THE 6-FAH-5 H-405.1-1 BASIC PACKAGE

B. DESCRIPTION. "INCLUDED IN THESE SERVICES, DEPENDING ON THE POSTS, ARE: DEVELOPMENT OF STAFFING PATTERN AND POSITION SCHEDULES, DIPLOMATIC ACCREDITATION TO THE HOST GOVERNMENT, LICENSES AND SPECIAL PERMITS..."

6. BEGINNING WITH THE FY2002 BUDGET DEVELOPMENT THIS ACTIVITY IS TO BE ACCOUNTED FOR UNDER THE "BASIC PACKAGE".

7. MINIMIZED CONSIDERED.

